



**Office of the Board of Selectmen
2 Town Hall Road, Newton, NH 03858
Tel: 382-4405 Option 5 Fax 382-9140**

www.newton-nh.gov

NEWTON BOARD OF SELECTMEN
DATE: TUESDAY, November 13, 2018
TIME: 6:00PM

LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Donovan called the meeting to order at 6:00pm. In attendance were Selectmen, Robert S. Donovan Jr., Chairman, Lisa L. Gonyer, Vice-Chairman, Lawrence B. Foote, James L. Doggett, Matthew A. Burrill, Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The non-public session was audio taped. The non-public session minutes were transcribed and typed by Nancy J. Wrigley. The public meeting was audio and video taped; the public meeting minutes were transcribed and typed by Diane M. Morin.

II. Approval of Minutes

Selectmen's non-public and public meeting minutes dated October 30, 2018

Selectman Burrill moved to accept the non-public and public meeting minutes dated October 30, 2018 as written. Seconded by Selectman Doggett with a unanimous vote.

III. Scheduled Business

A. 2019 Budget Review

a. Board of Appeals

Mr. Tom McElroy, Chairman of the Board of Appeals, reviewed the proposed 2019 Board of Appeals budget. The recommendation is to remain at level funding.

Selectman Doggett moved to include the 2019 Board of Appeals budget in the 2019 Town's draft budget. Seconded by Selectman Gonyer for discussion.

Selectman Burrill confirmed that the only salary is for the Secretary position. He asked Mr. McElroy if the salary line item should be increased. Mr. McElroy stated that there are enough funds in the budget to cover an increase in salary if it was needed.

The motion passed with a unanimous vote.

b. Tax Collector

Mrs. MaryJo McCullough, Tax Collector, reviewed the proposed 2019 Tax Collector budget. She is requesting a \$100.00 increase over the 2018 budget. She stated that search liens are decreasing, and tax collector fees are going up. She stated that most

fees are estimates due to the fact that the amount collected is unknown each year. Mrs. McCullough stated that she did not attend the annual conference this past year.

Selectman Gonyer asked why less than 50% of the salary budgeted for the Deputy Tax Collector has not been used. Mrs. McCullough explained that the salary for the Deputy Tax Collector and Deputy Town Clerk is split between the 2 budgets. The Town Clerk budget is used first and once expended the salary comes from the Tax Collector budget.

Selectman Doggett moved to include the 2019 Tax Collector budget in the 2019 Town's draft budget. Seconded by Selectman Gonyer with a unanimous vote.

c. Elections, Registrations and Vital Statistics

Mrs. MaryJo McCullough, Town Clerk, addressed the Board. Selectman Burrill confirmed that the number of elections held this year was 3 and that next year there would only be 1 Town election. Mrs. McCullough is requesting an increase to the 2019 budget in the amount of \$1650.00. She would like to purchase municipal software to make the office more efficient. Purchasing the software would allow her department to continue processing vehicle registrations even if the State server is down. The software will allow the Town Clerk to pull all reports into one report for the Treasurer and Bookkeeper. She went on to further explain the capabilities of the software and how it would stream line the entire process. The cost for the license to use the software is \$4,495.00.

Selectman Burrill asked if the budget was leveled funded could the software still be purchased? Mrs. McCullough stated no that there are no extra funds in her budget.

Selectman Burrill asked if not being able to purchase the software is a "show stopper". Mrs. McCullough stated that it is not but that she has pushed this request off for several years already.

Selectman Doggett stated that the Town Clerk could encumber the funds to pay for the software. Selectman Burrill stated that he could support that idea as well.

Selectman Gonyer moved to include the 2019 Town Clerk budget in the 2019 Town's draft budget. Seconded by Selectman Doggett with a unanimous vote.

d. Library

Mrs. Kathy Meserve reviewed the proposed Gale Library 2019 budget. Mrs. Meserve explained the requested increase was to the salary line item to bring the employees in line with the new 2018 pay matrix the Board approved.

Chairman Donovan asked if the remaining funds in the media line item would be used. Mrs. Meserve explained that there is an outstanding bill that needs to be paid from that line item. She further explained that the funds in that line item will be used to purchase media such as books, magazines, DVD's and other media.

Selectman Gonyer asked why dues and association was over expended. Mrs. Meserve explained that the Library is trying a new library subscription to see if it is a good fit. Selectman Gonyer asked if the new subscription is a good fit, wouldn't that line item need to be increased? Mrs. Meserve stated that they would decrease another line item and/or cancel a current subscription.

Selectman Burrill asked Town Administrator Wrigley if the Town could use metered mail for postage. Town Administrator Wrigley stated that metered mail is more expensive by the time the fees are paid.

Chairman Donovan asked what "Professional Advance" line item was. Mrs. Meserve explained that this is used for the trustees to attend the annual NHMA Library Trustees Conference as well as pay for courses that the two Librarians may take.

Selectman Doggett moved to include the 2019 Gale Library budget in the 2019 Town's draft budget. Seconded by Selectman Burrill with a unanimous vote.

e. Building Department

Building Inspector Ron LeMere reviewed the proposed 2019 Building Department budget. Mr. LeMere explained that the budget is for level funding. There are decreases in some line items that were not being expended. Those funds were moved to the Code Enforcement salary line item in the hope that the position could be filled if the salary was increased.

Selectman Doggett moved to include the 2019 Building Safety Department budget in the 2019 Town's draft budget. Seconded by Selectman Gonyer with a unanimous vote.

Selectman Burrill moved to go into non-public session at 6:30pm under RSA 91-A: 3 II (a) – Compensation and (c) -- Reputation. Seconded by Selectman Foote for discussion.

There was no discussion.

The motion passed with a roll call vote: Donovan – aye, Foote – aye, Doggett – aye, Burrill – aye. Gonyer – aye

Selectman Burrill moved to close the non-public session at 8:14pm. Seconded by Selectman Gonyer with a unanimous roll call vote: Donovan – aye, Gonyer – aye, Foote – aye, Burrill – aye.

Selectman Gonyer moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a) – Compensation (c) -- Reputation and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply. Seconded by Selectman Foote with a unanimous vote.

IV. Sign Manifests

Selectman Gonyer moved to sign vendor manifest dated November 6, 2018 in the amount of \$73,786.71. Seconded by Selectman Foote with a unanimous vote.

Selectman Gonyer moved to sign vendor manifest New Fire/Rescue Station dated November 6, 2018 in the amount of \$42,139.66. Seconded by Selectman Foote with a unanimous vote.

Selectman Gonyer moved to sign vendor manifest Highway Construction dated November 6, 2018 in the amount of \$238,616.58. Seconded by Selectman Foote with a unanimous vote.

Selectman Gonyer moved to sign payroll manifest pay period October 28 – November 10, 2018 with a pay date of November 15, 2018. Seconded by Selectman Foote with a unanimous vote.

V. Adjourn

Selectman Gonyer moved to adjourn at 8:15pm. Seconded by Selectman Burrill with a unanimous vote.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary